

January 15, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
January 15, 2004

I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD DECEMBER 18, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 18, 2003?

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	108.....	5
Agriculture	526.....	14
Arts Council	20.....	1
Banks and Real Estate	262.....	6
Central Management Services.....	1,229.....	51
Children and Family Services	3,450.....	36
Commerce & Econ. Opportunity.....	488.....	56
Corrections	14,140.....	108
Criminal Justice Authority	73.....	3
Deaf and Hard of Hearing Comm.	6.....	1
Developmental Disabilities Council...	13.....	1
Elections Board	51.....	1
Emergency Management Agency ...	109.....	1
Employment Security	1,950.....	25
Environmental Protect. Agency ...	1,131.....	9
Financial Institutions	81.....	5
Guardianship and Advocacy	113.....	6
Historic Preservation Agency.....	189.....	3
Human Rights Commission.....	10.....	2
Human Rights Department	142.....	6
Human Services.....	15,564.....	55
Industrial Commission	153.....	8
Insurance	338.....	6
Investment Board	4.....	1
Labor	84.....	7
Labor Relations Board Educational ...	16.....	2
Labor Relations Board State.....	19.....	2
Law Enforce. Trng. & Standard Bd. ..	25.....	1
Military Affairs	141.....	3
Natural Resources	1,715.....	26
Pollution Control Board	27.....	3
Professional Regulation.....	244.....	15
Property Tax Appeal Board.....	23.....	2
Public Aid.....	2,318.....	18
Public Health.....	1,113.....	27
Revenue.....	2,211.....	41
State Fire Marshal	125.....	6
State Police	1,494.....	4
State Police Merit Board	5.....	1
State Retirement System	79.....	1
Transportation	3,342.....	1
Veterans Affairs	1,137.....	2
TOTALS.....	54,268.....	572

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Department of Professional Regulation - Proposed Exemption

The following 4d(3) request for exemption was continued at the December 18, 2003, meeting until January 15, 2004.

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-11-000-00-01
Division:	Web Management Services
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-24-11-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

It appears this position qualifies for such exemption as listed below:

1. The position will report to the Director of the Department;
2. Will have principal administrative responsibility for the planning, development and implementation of state-wide policies and procedures for the Web Management Services Division for the Department; and

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. Will serve as Web Master for the Department. Serves as spokesperson, representing the Director at various internal and external meetings, often of a sensitive and confidential nature, on all Web Management program related matters. Represents the Department with other State agencies concerning program issues that affect other state agencies, Governor's Office of Technology, DCMS Technology Services, licensees, professional associations, etc.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-11-000-00-01
Division:	Web Management Services
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

D. Office of Department of Children and Family Services

The following 4d(3) request for exemption was continued at the December 18, 2003, meeting until January 15, 2004.

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Illinois Department of Children and Family Services has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-000-40-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook County

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Planning, Research, and Analysis Administrator for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Department's Planning, Research, and Analysis Administrator and will serve as the principal policy-formulating administrator for the research, planning and analysis of Departmental programs, services and future initiatives. The incumbent of this position will have significant authority to act in the capacity of the Director in committing the Agency's course of operational actions and resources in the planning and analysis of programs and services. The position will formulate policies and procedures and serve as principal administrator in development of complex program designs and other initiatives that will modify Department service delivery. Furthermore, the position will be invested with the authority to make decisions into planning for future Departmental initiatives and advising the Director of same. Reporting directly to the Director of the Department of Children & Family Services, the incumbent will serve as the Agency's chief program planner, researcher and analyst and will exercise complete decision-making latitude and independence with respect to the formulation of policy affecting the analysis of Department operations and services.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and the before and after organizational charts.

Your assistance in reviewing and forwarding this clarification to the Civil Service Commission for exemption review is appreciated.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-16-00-000-40-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Samuels
Location: Cook County

E. Department of Professional Regulation - Proposed Exemption

The following 4d(3) request for exemption was continued at the December 18, 2003, meeting until January 15, 2004.

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-24-05-200-00-01
Division: Statewide Enforcement
Incumbent: Wayne Straza
Supervisor: SPSA (40070-24-05-000-00-01)
Location: Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

SPSA 40070-24-05-200-00-01 Enforcement Administration Programs

It appears this position qualifies for such exemption as listed below:

1. The position will report to the Deputy Director for Statewide Enforcement;
2. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
3. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-200-00-01
Division:	Statewide Enforcement
Incumbent:	Wayne Straza
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

F. Department of Professional Regulation - Proposed Exemptions

The following 4d(3) request for exemption was continued at the December 18, 2003, meeting until January 15, 2004.

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrators as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

SPSA 40070-24-05-500-00-01 Special Operations Programs

It appears this position qualifies for such exemption as listed below:

1. The position will report to the Deputy Director for Statewide Enforcement;

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

2. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
3. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

G. Department of Central Management Services - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-810-01-02
Division:	Bureau of Strategic Sourcing and Procurement/Division of General Services Sourcing
Incumbent:	Vacant
Supervisor:	Division of General Services Sourcing Portfolio Mgr.
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Contractual Labor and Specialty Services Strategic Sourcing Manager, this position will report to the Manager of the Division of General Services Sourcing which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of General Services Sourcing which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the contractual labor and specialty services contracts which are procured by the position have an economic and operational impact on contractual labor and specialty services provided to all State Agencies, Board and Commissions.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most contractual labor and specialty services contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$250-\$350 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-810-01-02
Division: Bureau of Strategic Sourcing and Procurement/Division of General Services Sourcing
Incumbent: Vacant
Supervisor: Division of General Services Sourcing Portfolio Mgr.
Location: Sangamon County

H. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-810-01-01
Division: Bureau of Strategic Sourcing and Procurement/Division of General Services Sourcing
Incumbent: Vacant
Supervisor: Division of General Services Sourcing Portfolio Manager
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Transportation Services Strategic Sourcing Manager, this position will report to the Manager of the Division of General Services Sourcing which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of General Services Sourcing which are subject to review and

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the contractual labor and specialty services contracts which are procured by the position have an economic and operational impact on contractual labor and specialty services provided to all State Agencies, Board and Commissions.

3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most contractual labor and specialty services contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$90 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-810-01-01
Division:	Bureau of Strategic Sourcing and Procurement/Division of General Services Sourcing
Incumbent:	Vacant
Supervisor:	Division of General Services Sourcing Portfolio Manager
Location:	Sangamon County

I. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-710-01-02
Division:	Bureau of Strategic Sourcing and Procurement/ Division of Medical and Healthcare Services
Incumbent:	Vacant
Supervisor:	Division of Medical and Healthcare Services Portfolio Manager
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Healthcare Services Program Strategic Sourcing Manager, this position will report to the manager of the Division of Medical and Healthcare Services which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Medical and Healthcare Services which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that leads and advises all healthcare services and products contract procurements for all agencies, having an economic and operational impact services and products provided.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for leading and advising on the negotiation of all agencies' healthcare services and products contracts independently and assisting the Division Manager and Assistant Director in leading and advising the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately 9.4 billion annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-710-01-02
Division: Bureau of Strategic Sourcing and Procurement/Division of Medicine and Healthcare Services
Incumbent: Vacant
Supervisor: Division of Medical and Healthcare Services
Portfolio Manager
Location: Sangamon County

J. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-710-01-01
Division: Bureau of Strategic Sourcing and Procurement/Division of Medical and Healthcare Services
Incumbent: Vacant
Supervisor: Division of Medical and Healthcare Services
Portfolio Manager
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

1. As Employee Benefits Program Strategic Sourcing Manager, this position will report to the Manager of the Division of Medical and Healthcare Services which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Medical and Healthcare Services which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the benefits contracts which are procured by the position have an economic and operational impact on CMS-procured benefits services provided to employees and dependents of all State Agencies, Boards and Commissions under the jurisdiction of the Governor, other elected officials' offices, the State University System, Retired Downstate Teachers, Retired Community College Teachers, Local Government Units and contractors.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most benefits contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$1.6 billion annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-710-01-01
Division: Bureau of Strategic Sourcing and Procurement/Division of Medical and Healthcare Services
Incumbent: Vacant
Supervisor: Division of Medical and Healthcare Services
Portfolio Manager
Location: Sangamon County

K. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-610-01-02
Division: Bureau of Strategic Sourcing and Procurement/Division of Information Technology and Telecommunications Strategic Sourcing
Incumbent: Vacant
Supervisor: Division of Information Technology and Telecommunications Portfolio Manager
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Telecommunications Strategic Sourcing Program Manager, this position will report to the Manager of the Division of Information Technology and Telecommunications Portfolio Manager which in turn will report to a statutorily appointed Assistant Director.

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Information Technology and Telecommunications Strategic Sourcing which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the telecommunications equipment and services contracts which are procured by this position have an economic and operational impact on all Agencies, Boards and Commissions. This position also serves as an expert authority leading and advising all other agencies on their telecommunications contract procurements.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most telecommunications equipment and services procurement contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$270 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-610-01-02
Division:	Bureau of Strategic Sourcing and Procurement/Division of Information Technology and Telecommunications Strategic Sourcing
Incumbent:	Vacant
Supervisor:	Division of Information Technology and Telecommunications Portfolio Manager
Location:	Sangamon County

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

L. Department of Central Management Services - Proposed Exemption

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-610-01-01
Division:	Bureau of Strategic Sourcing and Procurement/Division of Information Technology and Telecommunications Strategic Sourcing
Incumbent:	Vacant
Supervisor:	Division of Information Technology and Telecommunications Portfolio Manager
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Telecommunications Strategic Sourcing Program Manager, this position will report to the Manager of the Division of Information Technology and Telecommunications Portfolio Manager, which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Information Technology and Telecommunications Strategic Sourcing which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the information technology equipment and services contracts which are procured by this position have an economic and operational impact on all Agencies, Boards and Commissions. This position also serves as an expert authority leading and advising all other agencies on their information technology contract procurements.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most telecommunications equipment and services procurement contracts independently and assisting the

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.

4. The approximate annual spend portfolio which this position is responsible for is approximately \$150-\$170 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-610-01-01
Division:	Bureau of Strategic Sourcing and Procurement/Division of Information Technology and Telecommunications Strategic Sourcing
Incumbent:	Vacant
Supervisor:	Division of Information Technology and Telecommunications Portfolio Manager
Location:	Sangamon County

M. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-410-01-02
Division:	Bureau of Strategic Sourcing and Procurement/Division of Equipment and Commodities Strategic Sourcing
Incumbent:	Vacant
Supervisor:	Division of Equipment and Commodities Portfolio Manager
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Commodities Strategic Sourcing Program Manger, this position will report to the Manager of the Division of Equipment and Commodities Portfolio Manager which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Equipment and Commodities Strategic Sourcing which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the commodities contracts which are procured by this position have an economic and operational impact on all commodities procurements for all Agencies, Boards and Commissions.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most commodities procurement contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$241 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-410-01-02
Division: Bureau of Strategic Sourcing and Procurement/Division of Equipment and Commodities Strategic Sourcing
Incumbent: Vacant
Supervisor: Division of Equipment and Commodities Portfolio Manager
Location: Sangamon County

N. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-410-01-01
Division: Bureau of Strategic Sourcing and Procurement/Division of Equipment and Commodities Strategic Sourcing
Incumbent: Vacant
Supervisor: Division of Equipment and Commodities Portfolio Manager
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Equipment Strategic Sourcing Program Manager, this position will report to the Manager of the Division of Equipment and Commodities Portfolio Manager which in turn will report to a statutorily appointed Assistant Director.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Equipment and Commodities Strategic Sourcing which are subject to review and reversal only by the Division Manager and the Assistant Director or both of those positions and the Director. This authority is amplified by the fact that the equipment contracts which are

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

procured by this position have an economic and operational impact on all equipment procurements for all Agencies, Boards, and Commissions.

This position also serves as an expert authority leading and advising all other agencies on their equipment contract procurements.

3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most equipment procurement contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$117 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-410-01-01
Division:	Bureau of Strategic Sourcing and Procurement/Division of Equipment and Commodities Strategic Sourcing
Incumbent:	Vacant
Supervisor:	Division of Equipment and Commodities Portfolio Manager
Location:	Sangamon County

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

O. Department of Revenue - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Revenue.

COPY

Dear Chairman Richards:

Director Brian Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-07-110-00-02
Division:	Legal Services - Income Tax Division
Incumbent:	Paul Caselton
Supervisor:	SPSA 40070-25-07-000-00-001
Location:	Sangamon County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END COPY

COPY

Dear Director Rumman:

I am proposing the exemption of a Senior Public Service Administrator position, as provided for in Section 4d(3) of the Personnel Code.

This position serves as Deputy Chief Counsel reporting directly to the Agency's General Counsel which is attached to my office. This position is responsible for serving as Income Tax Division Manager and is responsible for providing legal policy determination on legal matters relating to the Illinois Income Tax Act and related tax laws. The advice and determinations made by this position often have a crucial impact on decisions and actions of the Department. This position is held accountable for providing input in respect to statutory interpretations, the legal

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

implication of policy proposals and for policy recommendations for the Income Tax Office.

As this position serves as a direct subordinate to the Agency's Chief Legal Counsel with responsibility for carrying out functions of the Legal Services Office whose primary function is to provide advice and consultation on departmental policy matters, rules and regulations and procedures relative to all Tax laws, to all Agency employees and other state agencies on a Statewide and out-of-state basis. As the advice and determinations provided by this position often have a crucial impact on decisions and actions of the Department and other agencies under jurisdiction of the Governor, and is held accountable for recommendations to the Chief Legal Counsel for the philosophies, objectives scope and priorities which will govern the Legal Services Program, I believe the position meets all criteria for exemption.

Attached are a CMS-104 for clarification of the position and an organization chart for your review. Your review and early positive presentation of this request to the Civil Service Commission is greatly appreciated. If additional information is needed, please advise Betty Ames of my Personnel Office so that we may respond most effectively and expeditiously.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-07-110-00-02
Division:	Legal Services - Income Tax Division
Incumbent:	Paul Caselton
Supervisor:	SPSA 40070-25-07-000-00-01
Location:	Sangamon County

P. Department of Human Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

Secretary Adams of the Illinois Department of Human Services is requesting 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-200-00-01
Division: Office of Contract Administration
Incumbent: Dennis Sharkey
Supervisor: SPSA (40070-10-04-000-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-100-00-01
Division: Office of Facility Administration
Incumbent: Vacant
Supervisor: SPSA (40070-10-10-000-00-01)
Location: Cook County

I am recommending consideration of 4d(3) exemption for these positions from Jurisdiction B of the Personnel Code.

To facilitate your staff's review, I have enclosed copies of the subject position together with the agency's letter of request and the organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of all the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and Family Services, Public Aid and Public Health. The Department of Human Services (DHS) has a FY04 approved head count of 16,108 positions. We currently have 15,851 employees located in all 102 counties, employed at leased

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

offices as well as 17 Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The Bureau Chief of the Bureau of Administrative Services oversees and manages all aspects of the Bureau having fiscal impact and decision making impact relative to contract services, procurement, administrative accounting, fleet management, travel, and inventory and record management. The Bureau Chief is responsible for the entire Department's inventory and record management, and must follow

strict guidelines and policies and procedures in accounting for the Department's entire inventory and management and accountability of Department records. Budget and control of the entire vehicle fleet for the Department is controlled through this position. Maintenance of the vehicle fleet is of importance due to the number of staff traveling to perform the duties and responsibilities of their positions, and to assure the safety of our employees. This position must develop new policy and procedure, revise existing policies and procedures to assure DHS has adequate facilities and also maintain a safe environment for clients, and must ensure contractual services for all office locations, facilities and residential school are providing appropriate and required services. The contractual services must be monitored for fiscal impact and in accordance with the Department's strict budget guidelines.

This position is of a higher level and is part of the policy making process, thus impacting how we spend money and also how to eliminate duplication of spending in light of the State's present budget condition. This position is not layered in the organization, but rather elevated to a point at which the scope can be addressed resulting in impact that can be realized for the entire Department. The position is removed in terms of three levels, and in a Department of this magnitude and size is not outside of the realm of reporting.

Due to the statutory requirements, the scope of the work, and the discretion and scope of decision-making mandates the position be 4d(3). As stated in the Personnel Code, Sec. 4d. Partial exemptions:

“The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out,.....”

The Department of Human Services requests the Bureau Chief, Bureau of Administrative Services be made 4d(3) due to the statutory requirements and administrative responsibility for the way in which our contractual services,

January 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

procurement, administrative accounting, fleet management, travel and inventory and record management policies are carried out. The actions of this position is subject only to the Director of the Office of Facility Administration, an exempt position, and the secretary, an appointed official.

Action by the Civil Service Commission has been continued for this request. We believe the additional clarification of the duties and responsibilities for this position further demonstrates why it should be given 4d(3) exempt status. Thank

you for your consideration of our request to extend 4d(3) exemption to the Senior Public Service Administrator, 40070-10-10-100-00-01.

END OF COPY

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-200-00-01
Division: Office of Contract Administration
Incumbent: Dennis Sharkey
Supervisor: SPSA (40070-10-04-000-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-100-00-01
Division: Office of Facility Administration
Incumbent: Vacant
Supervisor: SPSA (40070-10-10-000-00-01)
Location: Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

VI. RECONVENE MEETING

VII. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

1. Program Integrity Auditor Trainee
2. Program Integrity Auditor I
3. Program Integrity Auditor II

During the last bargaining unit negotiations with AFSCME, the Department of Central Management Services (CMS) agreed to review the Accountant and Accountant Advanced positions in the Department of Public Aid, Bureau of Medical Integrity, to determine if these positions perform unique duties and responsibilities when compared to the more common usage of these classifications within that department as well as other agencies. The Program Integrity Auditor I, Program Integrity Auditor II and the Program Integrity Auditor Trainee classes are the result of this agreement.

Review of the official CMS 104's reveal that these positions allocated to both classes are involved in performing on-site, complex, technical, financial and performance integrity reviews and evaluations of programs and/or providers. These providers are involved in supplying the Agency or agency clients with goods and services of a specialized nature such as pharmaceutical products or nursing home services. Therefore, the individuals assigned to these positions must have an extensive knowledge of both state and federal laws and regulations pertaining to the proper disbursement of both state and federal funds to maintain each specific type of service and/or goods provided. However, while both classes must have this knowledge base, the Accountant positions and the Accountant Advanced positions perform duties and responsibilities that are similar in subject matter, they are in reality functioning at two separate and distinct levels. Hence, two discreet levels of classes, the Program Integrity Auditor I and the Program Integrity Auditor II, are appropriate.

The positions that will be allocated to the Program Integrity I class are currently assigned to the Accountant class. Under general supervision, these positions are involved in the program integrity audit process at a developmental level. The individuals assigned to these positions assist higher level program integrity auditors in performing on-site complex, technical, financial and integrity reviews and evaluations of programs and/or providers. They assist in formulating applicable audit plans in the design and development of new and existing procedures; assist in compiling and analyzing data; provide input to preparing reports that detail the findings and discrepancies and assist with developing recommendations for correcting the deficiencies; attend entrance and exit conferences; and assist with preparing information utilized in administrative hearings. These assignments are

VII. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

designed to enable the incumbent to develop the knowledge, skills and abilities needed to perform program integrity audits independently.

By contrast, the Program Integrity Auditor II class is designed for the positions currently classified as an Accountant Advanced and whose incumbents independently conduct audits and reviews of programs and/or providers, formulate the audit plan, conduct the entrance and exit conferences and have responsibility for designing and completing the entire audit report. Further, these incumbents may testify as an expert witness at administrative hearings. These positions also participate in training of the incumbents in the Program Integrity Auditor Trainee and provide additional training and guidance to positions correctly allocated to the Program Integrity Analyst I positions. Thus, they perform at the full working or journeyman level and warrant the higher classification.

The Program Integrity Auditor Trainee class is designed to provide the specific and specialized training and experience needed for individuals possessing a bachelor's degree in the field of accounting to successfully perform the functions of the proposed Program Integrity Auditor classes. While it is similar to the Accounting and Fiscal Administration Career Trainee in the fact that both classes require possession of a bachelor's degree in the field of accounting, the training received and the knowledge that must be learned by the Program Integrity Auditor Trainee class are more specialized and more extensive in a specific program integrity area. Thus, a separate class is warranted to accommodate training and experience at the depth required to successfully perform the functions assigned to positions in the Program Integrity Auditor Classes.

An internal comparison was made with Accounting and Fiscal Administration Career Trainee, the Bank Examiner Series, the Financial Institutions Examiner Series, the Revenue Auditor Series and the Internal Auditor Series. These class standards also perform integrity analysis procedures that are specialized in scope and require knowledge, skills and abilities beyond the generalized accounting functions as defined in the Accounting Series.

The duties and responsibilities of the classes in the proposed Program Integrity Auditor Series are currently being performed by positions allocated to the Accountant and Accountant Advanced classes. The affected Accountant (RC-062-14) positions will be moved to the Program Integrity Auditor I class (RC-062-16). The assignments given to the positions in this class are developmental in nature and designed to enable the incumbent to develop the knowledge, skills and abilities needed to perform program integrity audits independently. The Accountant Advanced (RC-062-16)

VII. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

positions will be moved into the Program Integrity Auditor II class (RC-062-19). The positions assigned to this class independently conduct audits and review of programs and/or providers and thus, perform at the full working or journeyman level and warrant the higher classification. The assignment of pay for the Program Integrity Auditor II class is based on the similarity in the complexity and scope of the duties assigned to the class and the duties and responsibilities of positions properly allocated to the Internal Auditor I class (MC-05).

The Program Integrity Auditor Trainee class, like the Internal Auditor class, is designed for learning to perform audits measuring programmatic compliance and fiscal compliance. The Internal Auditor Trainee is compensated at Salary Grade 12, with the initial hiring rate at Step 3. The Financial Institutions Examiner Trainee is paid at RC-62-13, in-hire rate of step 2; the Revenue Auditor Trainee is paid at RC-62-12, in-hire rate of step 5. We are recommending compensating the Program Integrity Auditor Trainee at the salary of RC-062-12, with the initial entry rate at Step 3, which equals or approximates the rate for the Financial Institutions Examiner Trainee.

B. Recommendations for Commission Action

The class specifications for the following classes, submitted by the Director of Central Management Services, were found satisfactory.

New Class Titles

1. Program Integrity Auditor Trainee
2. Program Integrity Auditor I
3. Program Integrity Auditor II

WILL THE COMMISSION APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE FEBRUARY 1, 2004?

New Class Titles

1. Program Integrity Auditor Trainee
2. Program Integrity Auditor I
3. Program Integrity Auditor II

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of December 31, 2003.

	<u>11/30/03</u>	<u>12/31/03</u>
Agriculture	1	1
Central Management Services	7	5
Employment Security	2	0
Historic Preservation	1	1
Natural Resources	33	49
State Police	1	0
Transportation	0	2
Veterans' Affairs	<u>1</u>	<u>1</u>
	46	59

January 15, 2004

IX. APPEALS PENDING DECISION

Dismissal of Appeal- Failure to Appear at Hearing

<u>Name</u>	<u>Title</u>	<u>Department</u>
Patricia Rotello	Support Service Worker	Human Services

CHARGE: Conduct Unbecoming A State Employee
Request for hearing filed: August 20, 2003

WHAT IS THE DECISION OF THE COMMISSION?

Dismissal

James A. Nelson	SPSA	Employment Security
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CHARGE: Appointment Was Accomplished By Illegally Promulgated Rules
Request for hearing filed: March 13, 2003

WHAT IS THE DECISION OF THE COMMISSION?

Dismissal

Theresa Perry	Child Protection Specialist	Children and Family Services
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CHARGE: Negligent Performance of Duties; Falsification; Poor Work
Performance and Failure to Follow Supervisory Directive
Request for hearing filed: May 16, 2003

WHAT IS THE DECISION OF THE COMMISSION?

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, February 19, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XII. MOTION TO ADJOURN.